

CITY OF SUNNYVALE
SUNNYVALE BOARD OF LIBRARY TRUSTEES
Council Chambers - City Hall
Regular Meeting March 3, 2003 - 7:30 p.m.
MINUTES

1. CALL TO ORDER:

The meeting was called to order by Chairperson Jackie Harrison at 7:29 p.m. The following members answered roll call: Pam Anderson, Tom Flaherty and Robert Harms. Boardmember William Soby arrived at 7:30 p.m. Staff members present: Director of Libraries Victoria Johnson, Karen Willes and Recording Secretary Sandra Barajas.

2. AGENDA APPROVAL:

Tom Flaherty moved to approve the agenda as presented; seconded by Pam Anderson; motion carried unanimously.

3. APPROVAL OF MINUTES OF 02/03/03 MEETING:

Jackie Harrison requested that "despite the funding problem" be omitted from the last sentence under the "SAB (System Advisory Board) Report". Robert Harms moved to approve the minutes as corrected; seconded by Pam Anderson; motion carried unanimously. Bill Soby abstained due to his absence of the 02/03/02 meeting.

4. PUBLIC INPUT: None

5. NEW BUSINESS:

a. Library Sub-element:

Library Manager Karen Willes provided an overview of the *Draft Report to Council: 2002-0082 Library Sub-element*. The next public hearing of the Library Sub-element will be held on Monday March 24, 2003 during the Planning Commission meeting. The Library Sub-element will be presented to City Council on Tuesday, April 8, 2003. An *Environmental Review* summary will be incorporated in the final report. Discussion ensued regarding copyright issues and their impact on library collections. Clarification of environmental impact summary was also requested.

After brief discussion, Pam Anderson moved to approve the Library Sub-element including modifications already communicated; seconded by Tom Flaherty; motion carried unanimously.

b. Budget Issues

Director Johnson provided a brief overview of the City Manager's six-point plan to address the budget crisis. The projected annual budget gap is between \$11M - \$16M dollars a year. The City Manager has requested that city departments submit budget proposal reduction packets. Four packets will be submitted; 10%, 5%, 5% and a final 5% for a total 25% budget reductions. The library budget structure was reviewed with library boardmembers.

After discussion, boardmembers prioritized the principles to guide library reduction of services in the following order:

- 1a. Maintain materials acquisition and maintain Children's services
- 1b. Maintain core library services
- 1c. Keep basic services free
- 1d. Maintain open hours
- 1e. Keep those services most valued by users

After brief discussion, boardmembers presented the following suggestions to be considered:

- Bookmobile
- Sc[i]3
- Increase library fines
- Decrease number of programs offered
- Rent out library program room to community
- Charge for programs
- Share bookmobile with local area libraries
- Reduce library hours

6. WORK STUDY PROGRAM:

a. National Library Week Planning:

National Library Week will be from April 6 to April 12, 2003. As in the past years, Boardmembers will be promoting the library and Library Board participation to library patrons during the week. Library staff will contact boardmembers to sign them up for two-hour slots during National Library Week. To help inform library patrons of the city's budget issues, boardmembers will provide patrons with budget fact sheets and ask patrons to indicate "What Is important to you?" on a display board.

7. OLD BUSINESS:

a. CALTAC Workshop review:

Jackie Harrison presented a brief overview of the California Association Library Trustees and Commissioners (CALTAC) workshop which was held at the Oakland Carnegie Library with guest speaker Dr. Kevin Star, California State Librarian.

b. Nomination of Boardmember to Outreach Review Task Force:

Nominations were opened for Outreach Review Task Force representative. Tom Flaherty nominated Pam Anderson; seconded by Bill Soby; motion carried unanimously.

8. SAB (System Advisory Board) REPORT: None.

9. CHAIRPERSON'S REPORT:

Chairperson Harrison informed boardmembers and staff that the American Association of University Women will host a line dancing fundraiser to help provide scholarships for women and girls in the areas of math and science. The fundraiser will begin at 7:00 p.m. on Saturday March 8 at Hyde School.

10. DIRECTOR'S REPORT:

Director Johnson noted the following:

- The training date for members of the Boards and Commissions is Thursday March 13 from 6:00 p.m. to 9:00 p.m. in the Council Chambers. The training is about "Mastering Meetings for Results". Please inform Sandra Barajas by Friday morning March 7th if you plan to attend this training.
- There was a calendar conflict between the Board and Commission Mastering Meetings training on March 13 and the first meeting of the Outreach Task Force. The Outreach Task Force has rescheduled the first meeting date to March 27, 2003 in the West Conference Room from 7:00 p.m. to 9:00 p.m.
- Board and Commission members are invited to attend a City of Sunnyvale training workshop on Intergovernmental Relations on Thursday March 6 from 9:00 a.m. to 3:00 p.m. at the Community Center.
- The annual SVLS/PLS Legislative Breakfast will be held on Saturday April 26, 2003 at the Stanford Park Hotel in Menlo Park from 8:30 a.m. to 11:00 a.m. The guest speaker will be State Senator Jackie Speier. Invitations will be sent shortly.
- The Governor's 2003 budget proposes the elimination of \$12.5 million in funding to public library for Transaction Based Reimbursement. Instead he proposes that libraries charge fees for loans to non-residents; \$1.00 per item borrowed on site and \$5.00 per each interlibrary loan. This appears to be in conflict with the California Library Services Act.
- Library Customer Appreciation Days were held in conjunction with the Board of Library Trustees on February 4 and February 8. Staff and Trustees provided cookies and thanked users for their use and support of the library. Patrons also submitted many comments in praise of the library on posters.
- The reporting for period nine was just concluded. Sc[i]3 performance for that period resulted in revenues exceeding expenditures, although the program is about \$24,000 in the red. Staff has canceled programs due to a decrease in course attendance. Document delivery requests are up.
- City Council has reviewed the recommended Capitol Projects budget reductions.
- Administrative Librarian Karen Willes retired on March 1st after 32 years of service with the Library. She will continue to assist the library on a casual basis.
- The library will be receiving \$119,000, not the anticipated \$50,000, in Public Library Foundation funds. This is great news since the money is used to pay for things not in the operating budget such as staff development.
- Principal Office Assistant Ellen Giarrizzo has been promoted to Administrative Analyst, a management position.
- Program flyers and announcements were distributed.

11. BOARD INPUT:

Bill Soby inquired if boardmembers are allowed to provide library patrons with City Council contact information such as emails and phone numbers. Director Johnson confirmed that the public can contact City Council members through the Mayor's Secretary or the Council's email address or their public contact numbers on the City web page. He also inquired about library overtime expenditure and the impact of closing the library one -day a week.

Pam Anderson requested that Boards and Commission recruitment pamphlets be available during National Library Week. She thanked staff for the opportunity to participate in Sunnyvale Library Customer Appreciation Days.

12. STAFF INPUT: None.

13. AGENDA BUILDING: As requested by Robert Harms, agenda item "National Library Week review" be added as new business to the April 7th board agenda.

15. NEXT MEETING: 4/7/03, Council Chambers - City Hall 7:30 p.m.

16. ADJOURNMENT: There being no further business, Bill Soby moved that the meeting be adjourned at 10:01 p.m.

Respectfully submitted:

Victoria L. Johnson
Director of Libraries